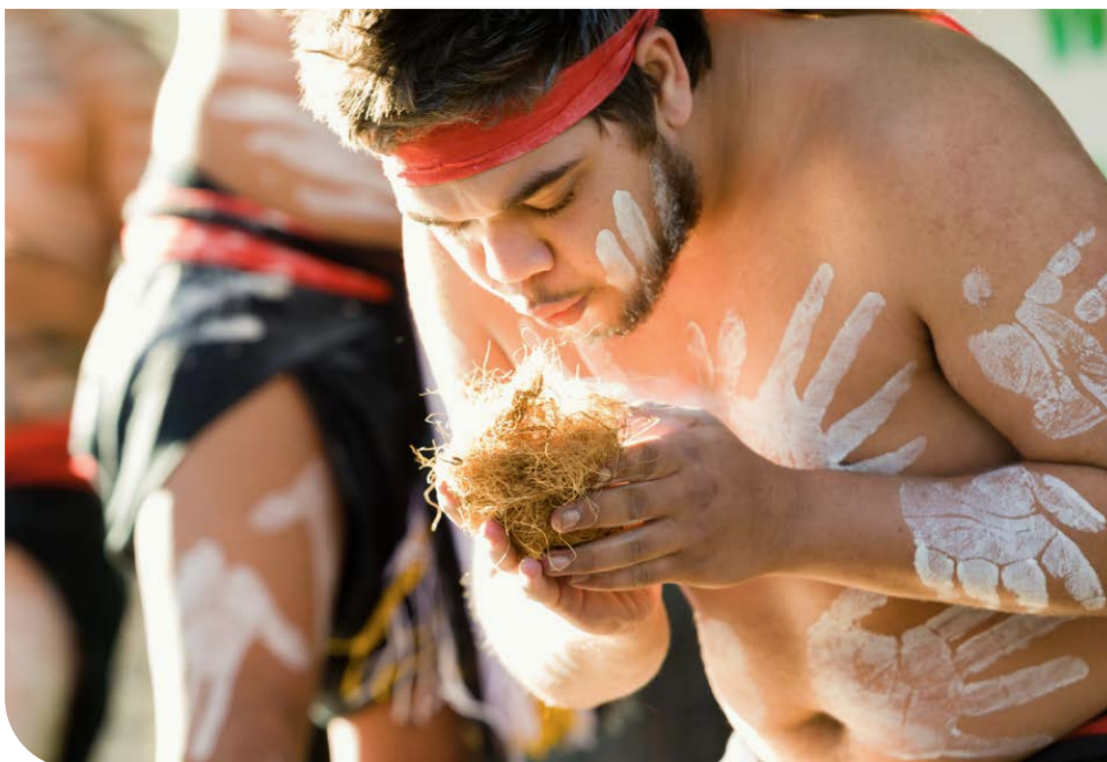# Community Development Funding

Guidelines

Acknowledgement of Country

Logan City Council acknowledges the Traditional Custodians of the land, pays respect to Elders past, present and emerging, and extends that respect to all Aboriginal and Torres Strait Islander peoples in the City of Logan.

Nunukul Yuggera Aboriginal Dancers' Welcome to Country, Logan, 2013

Purpose

This funding provides financial support to organisations to respond to community priorities. The projects or initiatives delivered should add to the social and community development of the city and be delivered in partnership with local organisations.

Grants are open for organisations that meet the "community purpose" in Council's Grants to Community Organisations Policy. This is defined as activities that:

- encourage a vibrant, engaged and resilient community
- build on the strengths in the local community
- value local collaboration and partnerships
- encourage participation in community life and foster social cohesion.

Visit logan.qld.gov.au/community-development-funding-recipients for examples of previously funded initiatives.

Available funding

Type of grant	Amount	Grant program details
Community Project Grant	Any amount up to $10,000	Available for organisations working collaboratively to deliver projects that respond to a community priority and support long term outcomes.

Grant rounds and outcomes dates

Community Project Grants (CPG)

- Applications are received in highly competitive rounds per year.
- Round dates and outcomes advised dates are available on our website at logan.qld.gov.au/cdf.

Please note: We cannot fund applications that occur before the outcomes are advised. For a list of upcoming rounds, visit logan.qld.gov.au/cdf.

Eligibility criteria

Who can apply?

- Not-for-profit organisations that are legally registered in Australia. This can include incorporated organisations, companies limited by guarantee, non-trading co-operatives, Indigenous corporations, etc.
- State government entities (e.g. local schools, Queensland Police Service, etc)
- Social enterprises that are legally registered in Australia. You will need to show that you reinvest the majority of your profits to meet a social purpose.

Additionally, your organisation must have:

- current public liability insurance for $20 million
- an Australian Business Number (ABN)
- current Working with Children and Young People Blue Cards for staff and volunteers, where applicable. See: qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply.

If you do not meet these criteria, you can partner with an organisation who does (i.e. an auspice). An auspice organisation will take financial and legal responsibility for your grant funding, allowing your organisation to deliver the project or initiative to the community.

What we can fund

Projects or initiatives that:

- meet the purpose and criteria of the grant
- demonstrate a direct benefit to the broader Logan community
- are delivered within the Logan local government area.

If you are applying for a project that has been funded previously, you must demonstrate how you have expanded your existing project (e.g. making it more inclusive, expanding to new areas within Logan, etc).

You can apply for funding towards equipment that is critical to the delivery of your project or initiative. Please note that any funded equipment is the sole responsibility of the funded organisation who becomes the 'owner' at the point of purchase. The 'owner' of the asset is responsible for the maintenance, repairs, renewal, registration or insurance at the 'owners' expense. The 'owner' is responsible for the risk and asset management of the equipment, and the disposal at the end of the asset's life.

What we can't fund

- Incomplete, emailed or faxed applications.
- Applications with start dates before the round outcomes are advised.
- Organisations that have outstanding debts or overdue acquittals with Council.
- Organisations that have not developed a full risk management plan for the project or initiative.
- Costs associated with the usual business of an organisation (e.g. salaries, insurance, electricity, rates, telephone, rent and/or business continuity).
- Donations, awards, prizes (e.g. trophies, medals, purchase of gift cards, participant/place ribbons, cash money, vouchers, etc. for fundraising or gifts) or bidding on auction items.
- Applications requesting funding solely for equipment or equipment storage (e.g. sheds and/or trailers).
- Registration, insurance, maintenance or renewal of equipment.
- Projects or initiatives that:
  - are the focus of other Council grants (see logan.qld.gov.au/grants)
  - are for the exclusive benefit of customers, members and students of an organisation or school
  - are the duty of the Federal or State Government to deliver
  - have a commercial purpose
  - are exclusively religious in nature and promote religious activities (e.g. religious conferences, camps or sermons)
  - involve any political activity that could be perceived as benefiting a political party or political campaign
  - are associated with:
    - illegal activity
    - adult products and services
    - cigarettes/tobacco/drugs
    - gambling products and services
    - the purchase and/or distribution of alcohol
    - unmitigated risk to animal welfare, or where there are no animal welfare guidelines (see the Animal Care and Protection Act 2001, Animal Care and Protection Regulation 2023 and relevant animal welfare guidelines).
- Organisations, projects or initiatives that involve:
  - activities detrimental to our community or environment
  - activities in conflict with Council and its values
  - activities or issues likely to have a conflict of interest
  - damaging the reputation of Logan City Council or the City of Logan.

Assessment criteria

All applications will be assessed on their ability to meet the following criteria:

1. Local relevance and community benefit	• evidence of community need and how this project addresses this priority • project is aligned with the community purpose • expected benefits and outcomes for the community • total participation and reach
2. Partnerships	• project partners and how this collaboration builds capacity and/or adds value to the community
3. Project plan	• clear timeframes for the overall project including key tasks or milestones, and which partners will be leading them • clear explanation of what the project will deliver for community
4. Capacity to deliver	• marketing and promotion for the project • methods used to measure project outcomes • skills, qualifications and experience of key staff and how their roles contribute to the success of the project
5. Budget and value for money	• detailed and realistic budget request • in-kind and other contributions from all partners • quotes to support your application • project represents value for money • why the purchase of equipment is critical to delivery of your project, and how it will benefit the community long-term (if required)

The assessment panel review eligible requests for funding at their discretion. Applications may not be supported for the following reasons including, but not limited to:

- Insufficient information was provided to assist them in making their decision.
- The panel has insufficient funds available at the time to support the application.
- The panel consider it is not in the community's interest to support the application at the time of the assessment or that the application poses a potential safety concern to the community.

Application process

To apply for Community Development Funding, visit logan.qld.gov.au/cdf and follow the link to the SmartyGrants application form. Below is an overview of the process:

1. Submit your application	- Fill out and submit your application online using the SmartyGrants portal. Incomplete, emailed or faxed applications cannot be processed. - Please consider and follow the application timeframes for each program when submitting an application.
2. Application assessment	- Your application will first be checked for eligibility. - If eligible, your application will be reviewed by an assessment panel. Community Project Grants are assessed quarterly with outcomes advised up to 8 weeks after the round closes.
3. Outcome advised	- If successful, you will be notified in writing and sent a funding agreement. Council reserves the right to include any further conditions of funding, as required. Upon return of the signed funding agreements and any conditions being met, you will receive payment. - If unsuccessful, you will be notified in writing.
4. Delivery	- You must deliver your funding request in accordance with your application. - Any significant changes to the funding request (e.g. date change, venue change, changes to requested budget items, any change to the intent of funding or purpose, etc.) need to be submitted as a variation to your funding agreement through SmartyGrants and sent to Council for review. You will need to receive approval from Council in writing before you undertake any variations. - If you withdraw your application, misuse funding, fail to comply with the funding conditions or if the funding request does not take place, Council is authorised to terminate the agreement and you are required to return the funds.
5. Acquittal	- All grant recipients are required to complete an acquittal within 8 weeks of your planned end date. You will need to provide proof of use of the funding for the prescribed purpose. Council can only accept: - receipts (excluding handwritten) - an invoice showing no balance owing - an invoice with a balance owing accompanied by remittance advice, a bank statement or EFT confirmation clearly indicating payment made to the supplier. - Any unspent funds will need to be returned to Council.

Additional information and resources

Other Logan City Council grants

Council offers a range of grants to strengthen the social, environmental, cultural and economic development of the city. These include:

- Community Development Funding
- Community Events Funding
- EnviroGrants
- Investment Attraction Incentives Fund
- Regional Arts Development Fund (RADF)
- Sport and Recreation Funding
- Community Benefit Fund

For more information about our grant programs visit: logan.qld.gov.au/grants.

Definitions

The following key terms are used throughout these guidelines.

Term	Definition
Acquittal	An outcome report used to identify how the grant funding has been spent and identify key project outcomes.
Application	A document that is completed by an applicant and includes key information about your project.
Auspice	An auspice organisation takes financial and legal responsibility for a project, allowing an ineligible organisation to deliver the project to the community.
Funding agreement	A document that clarifies grant recipient responsibilities during the funding period.
Owner	The organisation that has been funded to purchase the equipment. They are responsible for the daily management, risk and asset life of the item.
Variation	A formal request for any changes to your project, purpose and/or budget.

Supporting documents

Document Name	Hyperlink
Local Government Act 2009	statedevelopment.qld.gov.au/local-government/for-councils/governance/local-government-assistance-to-community-organisations
Corporate Plan (2021 to 2026)	logan.qld.gov.au/corporate-plan-2/corporate-plan-3
Grants to Community Organisations Policy	logan.qld.gov.au/downloads/file/1943/grants-to-community-organisations-policy

Enquiries

If you need help with your application or more information about Community Development Funding, please contact the Community Grants team on 07 3412 4033 or email grants@logan.qld.gov.au.

Translation   If you need a translator call TIS on 131 450
National Relay Service   TTY / Voice Calls   133 677
Speak and Listen   1300 555 727
SMS Relay   0423 677 767